



OFFICE OF THE COUNTY OF TULARE ASSESSOR/CLERK-RECORDER

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Assessor/Clerk-Recorder

# **CONGRATULATIONS!**

Congratulations on obtaining your marriage license! We hope you find this informational booklet helpful in taking the necessary steps to complete your license. On behalf of the County Clerk's Office, I extend my best wishes to you both as you prepare to embark on a new journey together.



Tara Freitas

Tulare County Assessor/Clerk-Recorder

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# **CONTACT US**



#### Office of the County Clerk

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# **BEFORE THE CEREMONY**

## 1. SELECT AN AUTHORIZED PERSON TO OFFICIATE YOUR CEREMONY

A marriage ceremony can be performed by a person, known as an officiant, at least 18 years of age and is either (Family Code 400):

- · Authorized by any religious denomination to solemnize marriages
- An authorized judge or justice
- · A member or former member of Congress
- · An elected officer or former elected officer of a city or county
- $\cdot$  A person who has been appointed as a deputy commissioner of civil marriages for the day

# ☐ 2. REVIEW THE MARRIAGE LICENSE FOR CORRECT INFORMATION

Verify the issuance date. The license must have been issued within 90 days of the ceremony. You must be married before the expiration date shown on the license, or the license will be void.

25A. ISSUE DATE (MM/DD/CCYY)	25B. EXPIRES AFTER (MM/DD/CCYY)
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# ☐ 3. GIVE THE MARRIAGE LICENSE AND LETTER OF INSTRUCTIONS TO YOUR OFFICIANT







# **DAY OF THE CEREMONY**

IMPORTANT: You are not married until the ceremony is performed.

### 4. PERFORM THE CEREMONY

**Location:** The marriage ceremony can be held anywhere in California, but the license must be registered in the county where it was issued.

**Witnesses:** A public marriage license requires at least one witness, but up to two may witness the ceremony. If you do have two witnesses, both must sign the marriage license. There is no age limit for witnesses, but they should be old enough to understand they are witnessing a marriage and be able to sign their names on the marriage license.

**Consent:** During the ceremony, your officiant will ask questions that prompt your consent. No specific language must be stated, but both parties must acknowledge they consent to become married to one another.

#### 5. COMPLETE THE LICENSE ON THE DAY OF YOUR CEREMONY

Your officiant will guide you through this process. An example is also included in your officiant's instructions.







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## **IMPORTANT THINGS TO REMEMBER**

- · The state requires this form to be completed in English.
- · Use black or blue permanent ink. Avoid erasable ink pens and pencils.
- Stay within each box. Avoid crossing the lines.
- · Avoid abbreviations and unnecessary punctuations.
- Only enter the information requested. If a section already has dashes (- -), do not enter any information.
- A marriage license will not be accepted if it has: strikeovers, correction tape or fluid, erasures, stains or tears.
- If a marriage license contains a mistake or error, a duplicate license will need to be purchased to correct it. Please note that this is a multi-step process and may take some time. The cost is \$62.
- If the marriage license is lost, damaged or destroyed **before the ceremony,** you must purchase a new one for \$93. The old license will be voided. See pg. 6 under Return The License for instructions on what to do if the license is lost after the ceremony.

#### WEDDING COUPLE SECTION

Completed in Clerk-Recorder's Office
1A-24

These sections were completed when you received your marriage license. Please review them for accuracy prior to your wedding day.

#### WITNESS SECTION

Completed day of the ceremony

- Each witness should be able to sign and print their name and enter their address.
- There is no age restriction to be a witness.
- One witness is required. No more than two are allowed.

## **OFFICIANT SECTION**

Completed day of the ceremony 28A-29E

- Enter the date of the ceremony in the following format: MM/DD/CCYY.
- Enter the city/town and county where the ceremony was held. If at a remote place, enter the name of the city that would provide postal service if there was a home or business located there
- Sign and print your name and enter your complete mailing address.
- · If a member of the clergy, enter your religious denomination or write "non denominational."
- Enter your official title. This is the title that gives the authority to solemnize the marriage. If deputized for the day, enter "Deputy Commissioner of Marriage."

# CLERK-RECORDER SECTION

These sections are not to be completed by applicant or officiant.

# **AFTER THE CEREMONY**

## ☐ 6. RETURN THE LICENSE

Return the completed license within 10 days of the ceremony to the County Clerk's Office at 221 S. Mooney Blvd., Room 105, in Visalia, between 8:00 a.m. and 5:00 p.m., Monday through Friday. The license should be returned in person due to the significance of the original document. If that is not possible, it can be returned by mail using the return envelope in your marriage license packet.

If the marriage license is lost, damaged, or destroyed after the ceremony or deemed unacceptable for registration by the County Clerk, the officiant must be issued a duplicate marriage license. Please note that issuing a duplicate license is a multi-step process that may take some time and should be started as soon as possible. The cost is \$62.

## ☐ 7. PURCHASE THE MARRIAGE CERTIFICATE

A marriage certificate is not automatically sent to you upon returning the marriage license. You can purchase a certified copy:

1. In person with a valid ID or by mail. Visit our website at https://tularecounty.ca.gov/assessor/county-clerk-recorder/marriage-certificate/ for more information about ordering a copy of your marriage certificate from our office.



2. You can also order a copy of your marriage certificate from a third-party vendor online using a credit card at www.VitalChek.com.





# **ADDITIONAL RESOURCES**

THE COUNTY CLERK IS MANDATED BY THE STATE OF CALIFORNIA TO PROVIDE THIS INFORMATION TO EVERY APPLICANT FOR A MARRIAGE LICENSE. WE HOPE YOU FIND THE FOLLOWING LINKS USEFUL. IF YOU WOULD LIKE PHYSICAL COPIES. OUR OFFICE CAN PROVIDE THEM.

# PERSONS AUTHORIZED TO OFFICIATE A WEDDING

California Family Code section 400 specifies who is authorized to solemnize a marriage within the state. According to this section, the following individuals are permitted to perform marriage ceremonies: religious officials, judicial officers, legislators, constitutional officers and deputy commissioners of civil marriages. For more information on the legal requirements to officiate a wedding, scan the QR code with your smartphone or visit: https://leginfo.legislature.ca.gov/faces/codes\_displaySection.xhtml?sectionNum=400&lawCode=FAM



## **GENETIC DISEASE SCREENING**

The California Department of Public Health wants you to know important information about genetic disease screening if you're planning to start a family. www.cdph.ca.gov/YFT



### THE NAME EQUALITY ACT OF 2007

The Name Equality Act of 2007 allows one or both applicants to change their middle and/or last names. It is best that these decisions are made prior to beginning the marriage license application process. www.cdph.ca.gov/YFT



# **FAMILY PLANNING SERVICES**

The Family Planning, Access, Care, and Treatment (PACT) program provides family planning services for lowincome men, women, and teens. Services include education, contraceptives, and prevention and treatment of sexually transmitted diseases (STDs).





# **HIV/AIDS**

HIV is the virus that causes HIV disease and AIDS. Everyone who has HIV has HIV disease, including people with AIDS. While there is no cure for HIV, drugs are available that can help people with HIV and AIDS live long and healthy lives.



HIV is passed through unsafe sex, contact with blood from a person infected with HIV, and drinking breast milk from a woman infected with HIV. A woman who has been infected with HIV may pass it on to her baby during pregnancy, delivery or through breastfeeding.



## Where do you get the test?

You can get a confidential HIV test from your healthcare provider, doctor, clinic or county health department. For more information, call 1-800-CDC INFO (232-4636) or visit www.cdc.gov/hiv/testing/index.html

For more information on AIDS, visit: www.cdph.ca.gov/aids

## **DOMESTIC VIOLENCE**

Domestic violence is more than a disagreement and encompasses abusive behavior that can be physical, emotional, psychological or sexual. Domestic violence is a pattern of behavior used to gain power and control over an intimate partner or spouse. Physical violence does not need to occur for a relationship to be abusive. Domestic violence is against the law. If you need emergency help, call 911 or the police immediately.



National Domestic Violence Hotline: 1-800-799-SAFE (7233) | 1-800-787-3224 (TYY) | www.ndvh.org

National Sexual Assault Hotline: 1-800-656-HOPE (4673) | www.rainn.org



# Office of the County Clerk

221 S. Mooney Blvd., Room 105 (559) 636-5051 🜘

(559) 740-4329 Fax



